# General

This Document includes the team contract for Group 16 of the Engineering Design Capstone Project (ENGR 499) at UBC, Okanagan Campus. The terms and conditions of this document outline the group procedures, expectations, and consequences as reviewed by each team member and approved by the faculty advisor. This contract is intended to satisfy the team contract requirement of ENGR 499.

# Responsibility

Group 16 of ENGR 499 maintains this document. Any updates required to this document must be reviewed by each team member and approved by the faculty advisor.

# Team Members

1. Connor Scott (Team Leader)
2. Sarah Weston
3. Nathan McKay
4. Ellis Junker
5. Sean Mazer

# Team Procedures

## Team Meetings

During semester one (1) team meetings shall take place every Monday from 10:30 to 11:30 except public holidays. Meeting times during semester two (2) shall be decided upon during Winter Break, and shall thereafter be adhered to. Team meetings may be designated “optional” by the team leader; all meetings not designated “optional” are considered mandatory. Failure to attend a mandatory meeting, without a reasonable allowance, will result in an infraction as listed in section 6.

Each group member will be provided a notebook to make records of their work, progress, and struggles, so that these points can be brought up during meetings.

Meeting agendas shall start with any missed or overdue items from the previous weeks’ meetings, a current status review, followed by requirements from the stakeholders, requirements from the school, concluding with action items generated during the meeting. Requests for additional business will be accepted, time permitting.

Connor Scott will be responsible for keeping the meeting on track by keeping conversation to the agenda as necessary. Meeting minutes will be kept by Sarah Weston, and made available on the group’s google drive. Team members are encouraged to make notes in their notebooks to keep track of their assigned tasks.

## Communication

Team communication should continue to take place on the facebook group chat, so all members are aware of the current status of the project.

Team members are expected to support free, open, and appropriate expression of ideas from each other, utilizing active listening and non-judgemental feedback. Respectful communication (verbal and non-verbal) in response to cultural and personal difference will contributes to successful team cohesion.

Preferred method (announcements, updates, reminders, problems)

## Decision-Making Policy

Team decisions will be voted on, with a majority vote winning. All group members are assigned a single vote. Voting can only happen on meetings designated mandatory. The team leader is responsible for ensuring all stakeholder (WS Technologies Inc.) objectives are being met, and for that reason, can override the team vote if necessary. If the team feels the group leader is acting in a fashion that does not best serve the team, a vote of no confidence can take place. If passed, the group leader can be changed to another group member. This group member is then elected by having the most votes.

## Document Control

All working documents should be stored in the individual’s folder inside the groups’ OneDrive. Documents are to be saved using Camel Caps in naming convention, “DocumentName\_Rev0”  
Revision history shall be tracked using the following standard:

* Pre-submission – RevA, RevB, RevC, etc.
* Initial submission – Rev0
* Post-submission – Rev1, Rev2, Rev3, etc.

Account credentials created for the use of this project can be written in the back of notebooks.

# Team Expectations

## Work Quality

The standards for this project are very high. The stakeholder is ISO9001 certified, a member of the Aircraft Electronics Association, and their products are seen as the worldwide standard for ELT testing. This team should treat the entire process as a job interview and conduct themselves accordingly. Innovative thinking, forward thinking, and personal initiative is highly encouraged within the group culture. All reports will be produced in duplicate, with one copy delivered according to the 499 requirements, and one copy provided to WS Technologies Inc. The Canadian Mission Control Center (MCC), who has authorized our team to conduct tests, is also very interested in the outcome of our report, and has asked for a copy. Therefore, this report also has the potential to be reviewed by the military and the federal government.

## Team Participation

Large deliverables will be broken down into tasks. As a group, the tasks will then be assigned to a single group member who is responsible for the task. That task member can then request help from other group members, but the task still remains the sole responsibility of the assigned member. Cooperation is highly encouraged, and will be required to accomplish certain tasks. If a team member cannot accomplish a task, or feels they cannot accomplish the task adequately, then tasks may be reassigned. Task deadlines will be 12:00 noon the day the deliverable is due, this gives adequate time to check the deliverable for errors before being printed. If a task is deemed not accomplished by the deadline, the assigned group member will be subject to an infraction as listed in section 6.

Leadership preferences

## Personal Accountability

Team members are expected to communicate as required to accomplish all tasks before their deadlines. The team leader will be the main point of contact to the stakeholder unless the stakeholder requests otherwise. Group members are expected to communicate effectively outside of team meetings via Facebook chat, or other communication methods. If a group member does not communicate effectively.

Communication between team, copy for emails, etc

Level of commitment to team decisions and tasks

# Consequences

By signing below, each group member agrees to the consequences herein.

Infractions:

1. If a group members fails to attend a mandatory group meeting, they agree to forego five (5) percent of the proceeding assignment, or report mark.
2. If a group member fails to attend three (3) or more consecutive meetings, they agree to forgo fifty (50) percent of the proceeding assignment, or report mark.
3. If a group member fails to accomplish a task, as determined by deadline date and having been assigned to that member, they agree to forgo ten (10) percent of the mark for the report or assignment to which the task appertains.

Continued Infractions:

1. If a group member is subject to more than five (5) separate infractions, they shall be subject to additional academic penalties. These academic penalties will be applied to the final 499 grade of the student, and will vary subject to the severity of the continued infraction. Dr. Loïc Markley will have final authority as to the exact penalty to apply.
2. I understand that I am obligated to abide by these terms and conditions.
3. I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract.
4. Connor Scott \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Sarah Weston \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Nathan McKay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Ellis Junker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Sean Mazer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reviewed and approved by faculty advisor

Loïc Markley \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_